

# **SCOPE OF WORK FOR THE EXECUTION OF THE PROJECT “IMPLEMENTATION OF AN INFORMATION MANAGEMENT SYSTEM FOR DECISION MAKING ON DRUG POLICY”**

## **I. Purpose**

The purpose of this requirement is to design and implement a methodology for the calculation of public expenditure of the Colombian Government in drug policy, responsibility of the National Planning Department for the years 2013-2015, that allows to count with validated data for the development of the expenditure report on the mentioned policy.

## **II. Introduction**

The mission of the Bureau of International Narcotics and Law Enforcement Affairs (INL) is to minimize the impact of international crime and illegal drugs on the United States, its citizens, and partner nations by providing effective foreign assistance and fostering global cooperation. This mission, which centers on helping our partner nations establish a capable and accountable criminal justice sector, was expanded during the past decade to include stabilizing post-conflict societies through criminal justice sector development and reform. This mission supports Peace and Security by stabilizing and strengthening security institutions to build a global security capacity and by combating drug trafficking and other transnational crimes such as money laundering and criminal gangs. It promotes the goal of governing justly and democratically by strengthening justice sector institutions, good governance, and respect for human rights.

INL's assistance in Colombia is designed to reduce coca cultivation and the production of cocaine and other narcotics, disrupt and minimize trafficking routes for illegal drugs, dismantle organized criminal groups, enhance the Colombian National Police (CNP) and the Attorney General's Office capacity to investigate crime, strengthen rule of law institutions and their ability to bring criminals to justice, and assist Colombia in the exportation of its security-related expertise to other countries. INL's assistance also supports, in part, the Colombian government's goal to “consolidate” its territory by strengthening Colombia's rule of law institutions, and by bringing improved security, governance and legitimacy to remote, rural communities. All of INL/Colombia's programs support the Colombian Government's goals and priorities.

## **III. Background and Objectives**

The National Planning Department (DNP), is an administrative department belonging to the executive branch of Government of Colombia and reports directly to the Presidency of the Republic, whose mission is to lead, coordinate and articulate medium and long term planning for sustainable and inclusive development of the Country.

Additionally, the main strategy under the National Development Plan for years 2014-2018, is the implementation of a comprehensive drugs policy to address the problem from the public health perspective, and the dismantling of criminal structures associated with this problem, for which statistical information and monitoring indicators are a priority.

The Government of the United States of America through the International Narcotics and Law Enforcement Affairs Office (INL Section) has an interest in contributing to the process of managing information used for decision-making on drug policy, taking into account the policies of the National Planning Department – DNP. DNP is an eminently technical entity that drives

the strategic vision of Colombian Government in social, economic and environmental fields, through the design, orientation and evaluation of public policies, management and allocation of public investment and the realization of these plans into Governmental programs and projects.

The National Planning Department – DNP, issues the annual Report of Colombian Government Expenditure related to drug policy, (Reporte del Estado Colombiano Frente al Problema de las Drogas, for its name in Spanish); the main objective of this report is to consolidate the budget executed by each of the entities at the national and territorial level, which, among their responsibilities, have to combat and address the drug problem in the Country.

According to this, the financial information requested to each of the entities includes the following:

- Operating Resources: Designed to address the needs of the institutions to fully comply with the functions assigned by the Constitution and the law.
- Investment Resources: Expenditures that allow increasing the productive capacity and productivity in the physical, economic and social infrastructure fields.
- Resources from international cooperation: Resources from institutions or international organizations.

The resources consolidated in this expenditure report, are the ones allocated in a period, to combat the various manifestations of the problem of illicit drugs in the country, through the implementation of the following strategies, among others: (1) alternative development, (2) the supply reduction of illicit drugs, (3) legal and institutional strengthening, (4) drug demand reduction, (5) environmental management and (6) international policy.

The latest official report issued by the DNP corresponds to year 2011.

#### **IV. Contractor Objectives**

The contractor shall:

1. Develop and validate both a methodology and associated data used to assess Colombian National Drug Policy expenditures past and present. This methodology will be incorporated nationwide within ministries and other institutions See later in document for specific years.
2. Compile, analyze, and validate information in drug policy expenditures of all entities involved in the implementation of the Colombian National Drug Policy.
3. Attend meetings requested by DNP and INL for reporting results, clarifications, adjustments and other coordination required items.
4. At the end of the Purchase Order, the contractor and its agents must return each and every one of the copies of the documents that were supplied, including electronic copies. In addition, the contractor shall certify that no unauthorized copies have been made.

#### **V. Place of Performance**

The work shall be performed in Bogotá, Colombia.

## **VI. Period of Performance**

The period of performance of this Purchase Order shall be 180 Calendar days from date of Award.

## **VII. Deliverables.**

The Contractor shall deliver the following deliverables below. INL will have a reasonable time to review each product and provide verbal and or written comments. All deliverables should be submitted to Strategic Initiative Program Coordinator, CO and COR in digital and written form. All deliverables shall be submitted in both English and Spanish.

The Contractor shall review and incorporate the comments or implement the suggested changes, after discussion or clarification with the Strategic Initiative coordinator, and, if necessary, submit a final version of the product no later than five (5) business days thereafter.

The Contractor shall produce the following deliverables:

### **a. Deliverable 1: Project Schedule→ Due 7 Calendar Days after award.**

The Contractor shall deliver a final implementation project schedule outlining the milestones (including Deliverables) and timeframe for all activities to be performed under this Purchase Order. The Implementation schedule shall be a joint coordination between the contractor, DNP and INL.

### **b. Deliverable 2: Diagnosis and Methodological Report→ Due Date To be determined with the Contractor and incorporated into final implementation schedule**

The Contractor shall deliver a report containing the following:

1. Diagnosis of the current calculation methodology of the Colombian Government's public expenditure related to drug policy.
2. Report of information gathered in meetings with the entities involved in the drug policy, clearly identifying:
  - 2.1. The institutional map of drug policy (with an updated list of the entities involved in the illegal drugs policy expenditure).
  - 2.2. Information systems (gathering information process and data quality related to drug policy expenditure).
  - 2.3. The details of the sources and use of expenditures.
  - 2.4. Categories of expenditure classification. (E.g. alternative development, supply reduction of illicit drugs, legal and institutional strengthening, drug demand reduction, environmental management, international policy of worldwide drug problem, etc.)
3. Conceptual and methodological proposal for the calculation of drug policy expenditure that includes a review of international experiences and best practice recommendations.
4. Instructions for filling out expense reports on drug policy that will be applied to entities, according to the criteria of the methodological proposal.

**c. Deliverable 3: Application and Validation of Methodologies Report→ Due Date To be determined with the Contractor and incorporated into final implementation schedule**

The Contractor shall deliver a report containing the following:

1. Proposed methodology for historical reconstruction of drug policy expenditure for years 2002 to 2012.
2. Analysis of results of expenditure calculation for years 2002 to 2012, with the respective Excel file that contains the database collected, evidencing the calculation methodology used and the final results.
3. Analysis of results of expenditure calculation for 2013, 2014 and 2015, with the respective Excel file that contains the database collected, evidencing the calculation methodology used and the final results.
4. Updated list of the entities involved in the illegal drugs policy expenditure and the categories of expenditure classification.
5. Written records of validation meetings held with all public entities involved in the calculation of figures including adjustments made to unify the methodology.
6. Annual Report of Colombian Government Expenditure related to drug policy and other documents that officially report these expenditures for years 2013, 2014 and 2015.

**VIII. Expense Requirements**

The contractor will be responsible for providing its own housing, logistics, transportation and all expenses required for the appropriate execution of this contract. The DNP shall provide assistance in making country-level contacts.

**IX. Instructions to Prospective Vendors**

Interested vendors shall submit the following as part of their proposal.

**a. Technical Proposal**

The Technical Proposal shall consist of the following:

- i. **Technical Aspects:** The Offeror must provide a detailed summary of what steps will be used to design, implement and validate the methodology required in this solicitation.
- ii. **Experience of Contractor:** The Offeror shall submit their experience in performing projects of similar size and scope. Entities must:
  - Be legal entities that have been established as such for at least five years.
  - Have five years of experience in the design, implementation and / or evaluation of public policies, and methodologies on security and drug policy.
  - Have minimum experience of two years in the management of national accounts and public finances at a national level.
  - Have minimum experience of two years in the design, development and implementation of policies and/or processes in the defense sector

The Offeror shall submit a list of contracts executed during the last five (5) years including: Point of contact information, type of organization, email, phone and a summary of the performance of the company in each of the contracts.

The Offeror shall submit supplemental documentation issued by public or private companies that prove no less than five (5) years of experience working for the government and / or private companies.

**iii. Contractor Personnel Experience:** The Contractor shall submit their personnel's experience in performing projects of similar size and scope via a resume no longer than 2 pages. Personnel must:

- Have five years of experience in the design, implementation and / or evaluation of public policies, and methodologies on security and drug policy.
- Have minimum experience of two years in the management of national accounts and public finances at a national level.

**iv. Performance Measures:** The plan shall provide a detailed explanation of methods to be used to ensure that all requirements are met.

**b. Draft Implementation Schedule**

The Offeror shall submit a draft implementation schedule outlining how they are to meet the requirements of this Purchase Order. Schedule must include: tasks, milestones, dates and deliverables.

**c. Price Proposal**

The Contractor shall submit a price proposal using the attached Pricing Spreadsheet (See Attachment 1)

**X. Evaluation of proposals**

INL shall award the Purchase Order on a Best Value basis to the vendor whose proposal is technically acceptable with price and other factors considered. The following are the Evaluation Factors.

**1. Quality of Technical Proposal:**

The Government shall evaluate the Offerors submitted Technical Proposal, Resumes and Draft Implementation schedule to ensure technical understanding of the requirements for this project. Evaluation shall be made based on an Acceptable/Unacceptable basis. Acceptable meets the requirements, Unacceptable does not.

**2. Past Experience:**

The Government shall evaluate how the Offeror meets the Experience requirements of this project. Evaluation shall be made based on an Acceptable/Unacceptable basis. Acceptable meets the requirements, Unacceptable does not.

**3. Price**

The Government shall evaluate Offeror pricing based on fair and reasonableness through either historical data or other pricing mechanisms available to the Government.

INL reserves the right to disqualify any proposed Offeror that does not meet the above requirements.

#### **XI. Other Submission Requirements**

The following information should be carefully reviewed by any vendor planning to present an offer:

- a. For local vendors, Colombian Value Added Tax (IVA, for its acronym in Spanish) will be deducted, if included, from offered prices. INL Bogota has established procedures to recoup IVA in Colombia.
- b. INL reserves the right to reject a quotation that is technically unacceptable, unreasonably high in price, or missing required information.
- c. To be considered for award, the contractor must be determined by the Contracting Officer to be responsible in accordance with the standards described in FAR 9.104-1, as follows:

##### **9.104-1 - General Standards.**

To be determined responsible, a prospective contractor must:

- (a) Have adequate financial resources to perform the contract, or the ability to obtain them (see 9.104-3(a));
- (b) Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
- (c) Have a satisfactory performance record (see 9.104-3(b) and Subpart 42.15). A prospective contractor shall not be determined responsible or no responsible solely on the basis of a lack of relevant performance history, except as provided in 9.104-2;
- (d) Have a satisfactory record of integrity and business ethics (for example, see Subpart 42.15);
- (e) Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors). (See 9.104-3 (a).)
- (f) Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them (see 9.104-3(a)); and
- (g) Be otherwise qualified and eligible to receive an award under applicable laws and regulations (see also inverted domestic corporation prohibition at 9.108).

INL will award the purchase order to the vendor whose offer is lowest price technically acceptable, value and other factors considered.

## **XII. Confidentiality of Information and Intellectual Property Rights**

The Contractor agrees not to release information obtained during the performance of this Purchase Order. The information obtained shall not be used for other purposes by the Contractor, without permission of the Contracting Officer.

**The DNP and US Government shall retain the data, copyright and related intellectual property rights regarding all material (documents, reports, studies, publications, etc.). The methodologies, once finalized are considered to be proprietary data of the DNP and US Government.**

## **XIII. Method of Payment**

The Contractor shall invoice and be paid based on the following table:

| <b><u>Deliverable</u></b>   | <b><u>Percentage</u></b> |
|---|--------------------------|
| Deliverable 1 : Final Implementation Schedule                     | 20%                      |
| Deliverable 2: Diagnosis and Methodological Report                | 40%                      |
| Deliverable 3: Application and Validation of Methodologies Report | 40%                      |